Google Classroom Pupil User Agreement

The purpose of our Google Classroom is to provide a safe and secure place to receive and share learning and a place to connect with school staff and classmates.

In Google Classroom, school staff can assign work to the students digitally, without paper. Google Classroom is accessible from any digital device with internet access and a web browser.

Parents/carers can login and view the assignments that have been set, whether their child has completed and submitted them and any feedback that they may have received.

Parents/carers and pupils are expected to read and adhere to the points outlined below.

Responsibility:

- Using your G Suite account, check Google Classroom every day to view new assignments.
- Complete your learning online by either completing it on a digital device, using Google apps, or by doing it in your book/on paper and submitting a photo of it (or other file, such as video or sound clip, if required).
- Complete the learning provided to the best of your ability.
- Remember to submit learning by clicking 'Turn in' on Google Classroom.
- Check and respond to any feedback you may have received from school staff.

Safety:

- Do not share personal information such as e-mail, home address or phone number.
- Only login using your own username/login and password.
- During 'learning time', you will be expected to use Google Classroom to access, complete and submit learning. You should not use this time to access other content on the internet unless it is for the learning that is being done.

• Ask permission of a parent/carer when accessing content on different websites or apps.
• When submitting images, sound clips or video, make sure that these are appropriate for the learning task.

Check with you parent/carer if you are unsure.

Respect:

• Your G Suite account (and Google Classroom) is to be used for learning and not for social purposes.
• Be polite, friendly and encouraging in any communication with school staff and other pupils.
• Send polite and responsible messages and think carefully about how online messages affect others.
• Remember – to take photos or videos without the other person's consent is illegal.

Comments:
(Comments by pupils may be enabled for pupils to comment or provide feedback on any learning tasks they have been set.)
• Make sure your comments are about the learning and that they make sense. Be sure to check and edit comments if necessary.
• Be aware that any comments deleted by pupils are still visible to school staff.
• Avoid using text language like 'u' for 'you', etc.
• Do not use strings of exclamation or question marks: one '!' or '?' will do.
• Try to correct your spelling mistakes.
• Use capital letters in the correct places: proper nouns (names of people and places), the beginning of a sentence, and for the pronoun, 'I'. Please don't use ALL capitals.
• Use punctuation correctly: full stop at the end of a sentence, space after a full stop and comma, etc.

Pupil's Agreement

☐ I have read and understood the Google Classroom Pupil User Agreement and I will follow the rules, which are there to keep me and the school safe.

Student Name: _____

Parent Name: _____

Date: _____